2025 - 2026

PARENT & STUDENT HANDBOOK

JAMUL ELEMENTARY SCHOOL

14567 Lyons Valley Road
Jamul, CA 91935
(619) 669-7850

JDUSD Absence/Attendance Line: 619-669-2784
District website: www.jdusd.net

#TeamJamul

JAMUL-DULZURA UNION SCHOOL DISTRICT MISSION STATEMENT

As a school-centered community in a diverse and changing world, we are committed to educating, enriching, and challenging every child by providing to all, excellence in leadership, instruction, opportunities, and resources that develop creative, cooperative, and caring lifelong learners, independent decision makers and contributing citizens.

PRINCIPAL'S MESSAGE

Dear Parents and Students:

The Jamul Elementary School staff members extend a special welcome to you.

Our goal is to provide each student with the highest quality instructional program. A great education program becomes exceptional when families form strong partnerships with teachers. If you are new to Jamul Elementary, we invite you to join our outstanding teacher and parent team. If your child is a returning student, you already know that your support truly makes a difference.

Good communication is the most important component of a strong educational partnership. We've compiled this handbook to assist you in knowing school programs, policies, and procedures. Please read it carefully so that both you and your child become familiar with school procedures. Pay special attention to the page that describes specific policies regarding the dispensation of medicine. This section is frequently overlooked and causes much inconvenience for families when not followed. Please take the time to review and discuss the importance of school rules with your child. Please sign and return the school compact to your child's teacher.

We are looking forward to working with you and your children and will strive to provide an exciting program that meets the needs of every child.

Sincerely,

Mrs. Yesenia Robinson,

Principal

Mrs. Liz Bystedt,

Superintendent

GENERAL INFORMATION

REGISTRATION

Online registration must be completed through our district website: www.jdusd.net All students must be registered to attend school. ALL students need to show two (2) proofs of residency in the school district and register online for school before they plan to attend. Information on the registration form is needed for identification, reference, verification, and emergencies. California law requires that all students show proof of immunization against polio, pertussis (whooping cough), diphtheria, tetanus measles, mumps, and rubella as a prerequisite to school attendance. Returning students also need to register online and submit two (2) proofs of residency to the district office. The technology use agreement must also be completed.

INSURANCE

JES strives to create safe and orderly environments; however, in the course of daily events, accidents can happen. Injured students are taken to the office and receive prompt first aid. If treatment is required, parents are notified and asked to transport their child for medical treatment. In case of severe injury 911 is called and parents are called, and student may be transported via ambulance to the nearest medical facility.

Parents are responsible for all medical costs incurred while students are at school, including emergencies. We recommend that parents provide adequate medical insurance for their child.

CHANGE OF ADDRESS, PHONE OR OTHER INFORMATION

It is very important that the school be kept informed as to any changes to your child's emergency procedures. Please call or send a note to the school office if address, phone, contact, or other information changes. This is extremely important.

CHECKING OUT OF SCHOOL

Please notify the school office if your child will be checking out of school. Certain procedures must be followed. If you are checking out your child for an appointment, please stop by the office and sign him/her out with a valid photo I.D. Office staff will call the classroom, and your child will meet you in the front office. Students are not allowed to be called up to the office until you arrive to pick them up. If your child returns to school the same day, you must stop by the office and sign your child back in. *Please note that students with no marks (no absences, no tardies, and no early check outs) will be recognized for perfect attendance monthly and at the end of the year. Thanks for helping your child achieve success in this area.

TRANSPORTATION

Policies have been established for both bus riders and walkers (see next page). If the student is a bus rider, the transportation contract must be signed by the parent and student then placed on file with the transportation department. If the student is a walker, the parent should indicate that through a note written to the school, which will be placed on file in the student CUM.

Jamul students are expected to come directly to school by the safest possible route and conduct themselves in a courteous manner that reflects positively upon themselves and the school. Students will go directly home after school unless they have written permission from their parents to go elsewhere.

It is very important that students are well supervised after school. JES campus is off limits to OGMS and Steele Canyon students during the school day from 8:15 am – 2:50 pm. JES teachers and office staff cannot be responsible for 6th to 12th grade students. Many students have asked if they can volunteer in rooms while waiting for siblings to get out of school. Teachers who need assistance after school will contact OGMS and send a permission slip home to be signed. Research and statistics tell us that unsupervised students are at risk for problems.

Regular Protocol: JES students should arrive at school prior to the starting bell at 8:30 am. Gates are open at 8:00 am. There is no supervision provided prior to that time, so students should not be left before 8:00am. Student dismissal is at 2:50 pm. Minimum day dismissal is at 1:20 pm every Wednesday.

All students riding the bus must have a signed bus contract on file. Students will not be allowed to change buses to go to other places after school. You must provide your own transportation if this is needed.

BUS FEES

The district office will be handling all transportation issues, including bus passes. All bus fees must be paid in advance at the District Office before your student can ride the bus. Forms are available at school sites as well as the district.



PARENTAL TRANSPORTATION

At JES parent pick-ups are the following:

- Students with siblings/carpools are to wait by the chain link fence for parent curb side pick-up. Please enter the red lined pick-up lane and follow the arrows in a single line to the loading zone. Pick-up your child at the curb and continue to exit through the driveway. (At no time are students to walk through the parking lot unattended by a parent.)

- Students who are single riders (no siblings or carpools) will be picked up in our upper lot (former bus lot). Please pull forward for curb side pick-up. Pick-up your child at the curb and continue to exit through the driveway.

- Bus riders will be walked to the upper parking lot for boarding.

Please exercise patience and courtesy and safety while dropping off/picking up your children in our parking lots. When entering the parking lot – reduce speed to 5mph. Please have students prepared to exit your car. If extra time is required to disembark, please park as to not block the drop off/pick up lane.

LATE PICK-UPS

Other than students in Champions, there is no after school supervision. Therefore, it is important that you pick up your child in a timely manner. Students who have not been picked up by 3:05 pm (or 1:35 pm on minimum days) will be taken to the front office to make a phone call home. A call will be made to the Sheriff's office for students frequently picked up late and students will be taken to the District Office to wait for their parent to pick up.

CHAMPIONS

After school, Champions students follow the same procedures as parent pick-ups. An assigned waiting area is provided for them and a caretaker from Champions supervises the students and walks them to their assigned Champions room.

RAINY DAYS



At JES most rainy day arrangements are the same as regular days. Pick-up students as quickly as possible on these days. Please ensure students are in rain gear on rainy days since there isn't shelter available for them while waiting to be picked up. In the event of heavy rains or a flash flood close to dismissal time, students will be dismissed as parents arrive to pick them up. If the rain is extremely heavy, students will wait in the MPR until their ride arrives. If it's raining before school, students will wait in the MPR or go straight to their classrooms.

BUS RIDERS

Bus riders line up in the designated area. Students must stay on the sidewalk at all times when boarding their assigned buses. If students are bus riders, they must board the bus unless they have a note from parents. Please call in to the school office before noon if you need to make a same day change in the bus riding schedule for your student. Please contact the school office with a change in schedule, do not contact your child directly (as this leads to confusion).

WEST/EAST-BOUND WALKERS

WEST-BOUND WALKERS walk up the sidewalk past the Pre-school buildings and exit via the front trail of district site. EAST-BOUND WALKERS walk past our on-site security trailer via the dirt trail paralleling Lyons Valley Road. Heidi Lane Path is for walkers only.

BIKE RIDERS



Bike riders may follow the east/west bound walkers by walking their bikes on school grounds. Exit at the driveway at your school. At no time are they to ride their bikes on the campus or through any parking lot. All bike riders must wear a helmet and lock up bikes daily. Students will have one bike warning. The second time they are found riding on campus they will lose the privilege of riding their bike to school. Skateboards, roller blades, and heelies are not allowed on campus at any time.

MINIMUM DAYS

Regular Schedule: Every Wednesday will be a minimum day. Students are dismissed at 1:20 p.m. This time will be used for curriculum

development and staff planning meetings to deepen teacher craft and improve instructional practice. Other minimum days will be during parent conferencing weeks. Please check the district calendar for a complete list of school days and minimum days.

SNACKS

Students are encouraged to bring a healthy snack to eat during morning recess each day. Snacks should be healthy and require no preparation. Sodas, energy drinks, coffee drinks, Hot Cheetos or big bags of chips are not allowed. Many breakfast items offered through the school breakfast program can be saved for snack time.



ILLNESS AND MEDICATION



ILLNESS

DO NOT send your child to school if:

1. They have had a temperature over 100°F in the past 24 hours
2. They have vomited within the past 24 hours
3. They have had diarrhea in the past 24 hours
4. They have had a sleepless night, emotional upset
5. They have unusual or questionable rashes
6. They have been exposed to COVID and have symptoms.

Please do not tell your student to call you if they do not feel well during the day. School personnel must determine if a child needs to be sent home due to illness. If your child has been sent to the health office and it is determined that he/she needs to be taken home, a phone call will be made to the parents or guardians listed on the emergency card. Current, up-to-date phone numbers are imperative. The office will continue calling until someone has been reached to confirm retrieval for the child as quickly as possible from the health office. School personnel, including the Health Aide, are not permitted to administer treatment or diagnose illness.

MEDICATION

The School District recognizes that some children need to take medication at school. To encourage school attendance, the school will assist by storing medicine at school

for your child. However, the following precautions must be observed for the safety of your child and others.

A special "Authorization for Medical Administration Form" is to be completed and signed by you AND your doctor, stating the name of the medicine, dosage, time to be given, etc. Please see the school secretary or the nurse for this form.

Bring the medicine in the original prescription bottle to the school office (or have a responsible adult bring it in for you) for your child. For the safety of other students and by law, students are not permitted to carry medicine while at school. This includes all over the counter medicines, cough drops, etc. Medication is kept in a safe place at school. While we will take every precaution possible, we cannot accept responsibility for loss or for the administration of the medicine. Tell your child to report to the office to take the medicine at the appropriate time.

SCHOOL MEALS



Help us ensure we receive the **maximum funding for our schools and students** by filling out a meal application for free or reduced priced meals. Forms are distributed to students at the beginning of the school year but can be completed at any time. **All meals are served free of charge but please** fill out a meal application to help food service account for your child's meals each day.

In our district, breakfast and lunch is available every school day for students who attend TK-8th grade. Students are issued a meal card that is kept on a rack in the cafeteria. They choose their meal, find their card and hand the card to the cashier. A variety of entrees are available each day along with lots of fruits and vegetables.

We use direct certification for approval of CalFresh, MediCal free meals or reduced meals and TANF free meals. If you qualify, you will be notified by letter sent home with your child through their teacher. If you do not qualify for free or reduced meals through direct certification you may fill out a meal application and return it to the school office or your child's teacher. Another reminder, even if you choose not to eat with us **filling out a meal application** will ensure that we receive the **maximum funding for our schools and students.**

Please visit www.jdusd.net and click on Departments then Food Service to view nutritional information, menus, or our school wellness policy.

The USDA and NSD are equal opportunity employers and providers

STUDENT ATTENDANCE PROCEDURES

If, for any reason, your child is absent,
please notify the school as soon as possible:
Jamul Elementary School's Attendance Line: (619) 669-2784

Please call each day that your child is absent.

A child will be considered excused from school if their absence is:

1. Due to illness
2. Due to quarantine under county or city health office
3. To attend medical, dental, eye, chiropractic appointments
4. Attending a funeral of immediate family member
5. Due to exclusion from school for lack of immunization, limited to 5 days.
6. Court attendance

A child will be considered unexcused from school for the following reasons:

1. Family vacations/going out of town
2. Weather conditions
3. Lack of transportation
4. Siblings/Parents that are sick or have appointments
5. Suspension from school

School districts no longer receive funding from the State of California for any absence, excused or unexcused. Please help us keep our attendance and funding high by scheduling routine appointments and family trips during school breaks. If you find it necessary to keep your child out of school for reasons other than illness, we encourage you to send your child to school for a portion of the day.

ISC (Independent Study Contract)

- **Attendance Letters**
  *Independent study contracts are available for every student absence. Please make sure you are signing a contract, and your child is completing the work, to make up **ALL** absences. This will preclude you from receiving attendance letters and meeting requirements from the school.

*ANY attendance mark means no perfect attendance for the month.

Out of town absences: If you are planning to take your child out of school on a trip, it is necessary for you to notify the school ASAP by coming to the to the office and let us know in person. Your child will be issued an Independent Study Contract, which outlines specific work to be completed while the child is absent from school. All work is due to be turned in completed upon your child's return to school.

Early Check-Outs: Early check-outs should be for appointments only. When students leave school early this causes disruptions to school programs and the office. Please reduce interruptions to the school day.

Tardiness: Being in school on time is a student/parent responsibility. JES students need to be through the front gate when the bell rings at 8:30 a.m. Students arriving late must go to the Office to get a tardy slip before being admitted to class. Parents are not allowed to walk students to class after the 8:30 bell.

Truancy: All children between the ages of 6 and 18 are subject to compulsory full-time education (Ed. Code 48200). (Kindergarten attendance is not compulsory, but once a child starts Kindergarten, they are subject to the same attendance rules as other students.) Children who are habitually absent or tardy miss critical opportunities for learning. Their parents will be held responsible.

According to the Ed Code, a child who is absent from school without a valid excuse for three days in one year, or tardy or absent for more than 30 minutes during the school year without a valid excuse on three occasions in one school year, or any combination thereof, is truant. The student shall be reported to the Jamul-Dulzura Union School District SART (School Attendance Review Team). Subsequent and/or habitual truancy will be reported to the San Diego County Office of Education's SARB (School Attendance Review Board) for possible referral to Juvenile Court. Ten or more absences are considered habitual. Three or more tardies are considered habitual.

PARENT VISITS AND PARTICIPATION

Parents are always welcome at school. You must be cleared to volunteer in your child's classroom or attend a field trip. You are encouraged to visit classrooms often*, and to volunteer for regular participation in learning activities as well as attending family events. Please note that siblings are not to be in the classroom when you are volunteering as this is very distracting to students. Volunteers are not allowed in our Special Education classrooms due to student confidentiality.

Thank you for following this rule: *When planning to visit, please prearrange with the office and teacher so we can make sure that the regular

schedule is in effect. Parents will need to pick up a volunteer application form to fill out and get a TB test before you can volunteer in class. You must stop by the front office to check in and out of school. At this time, we are unable to offer lunch service to our parent volunteers.

PARENT-TEACHER CONFERENCES

Conferences are scheduled by the district, by teacher, or by parent request during the school year. A week of minimum days is set aside for parent conferences in mid September and mid March. Your child's teacher will be sending home conference information the week before the conferences are scheduled.

REPORT CARDS

Parents receive student evaluations on scholarship, effort, citizenship, and personal work habits three times a year. Teachers base the academic evaluations on state and district standards.

LOST AND FOUND ARTICLES

Each year the school collects many lost articles. Please be sure that you label everything your child brings to school. Then, if they lose something such as a jacket, sweater, notebook, book, etc., we can return it to your child promptly. If your child does lose an article, be sure to check the Lost and Found. Smaller items are kept in the office. We hang lost jackets on our lost and found cart located by the auditorium. Please check regularly if your child is missing a jacket. We will make every effort to return items that are marked clearly with your child's name. Toys should never be brought to school. We cannot be responsible for lost personal items.



SCHOOL PARTIES

We consider parties an important part of social growth. Classes may have four parties during the school year: Winter Holiday, Valentines, Day of the Teacher, and the last day of school. Students are encouraged to plan the parties as much as possible.

Bringing "treats" on a student's birthday is discouraged due to the restricted diet of many students and the interruption caused to our school program. Please support our no birthday party rule. If you wish to do something special to honor your child's birthday you can send a sticker or pencil for each child. Birthday invitations are not to be distributed at school. Student gift exchange is discouraged in all grades.

HOMEWORK



The purpose of homework is to build student responsibility and to reinforce previously taught materials as determined by the teacher based on the needs of the students. It is the parent's responsibility to provide consistent time, support and a place for homework.

Students will receive suitable feedback on homework in a reasonable amount of time. Each grade-level will decide on amount and type of feedback based on grade- level and type of homework assignment. If you have concerns, please contact your child's teacher.

CELL PHONE POLICY

We know that you have given your child a cell phone with the sole intention of being able to get a hold of him/her in case of an emergency or change of plans. Due to keeping distractions to a minimum we have set up the following cell phone usage rules:

As students arrive to class, they will:

1. Put their phone in airplane mode or off.
2. Place their phone inside their pouch and secure it in front of the teacher.
3. Store their pouch in their backpack or turn it in to the teacher for the day.

Before students leave for the day:

1. Teachers will unlock the pouch.
2. Students will remove their phone from the pouch.
3. Pouches will remain in the classroom for use the next day.

*Students violating storing their phones in the pouch will have their phone taken and held in the office until parents can pick up. After the first violation, students will not be allowed to bring a phone to school. Any damage to the pouch will result in a $40 replacement fee.

***Additional Information**:

1. If a child needs to make a call to verify information with his/her parent that child needs to come up to the office to make the call.
2. Students are not to use the phone while standing in the Parent Pick-up/Drop-off Area. If a child notices that his/her parent is calling during that time, he/she should alert the adult in charge and begin walking towards the office.
3. Students and parents may use the phones in the office to contact each other in case of emergencies/changes during the day. JES 619-669-7850.

Thank you for reinforcing these guidelines with your children. This should help the school cut down on the number of lost/stolen cell phones, classroom disruptions, unsolicited pictures being taken, etc. The school nor the district is responsible for loss or damage to any device. ***During the 25-26 school year, we are piloting YONDR phone pouches for student cell phone storage during the school day. All students must lock up their phones in a pouch, which will be unlocked at the end of the day. If you do not consent with this practice, please keep cell phones at home.**





DRESS



Students should dress in clothes appropriate for the weather conditions and which allow for active movement during physical play. Please mark all personal belongings with your child's name. This is very important in returning lost items to your student.

The Dress Code is a dynamic document as styles of clothing change frequently. Thus, at any time during the year, changes in the dress code by the administration may be necessary. Discretion may be used to determine appropriate attire for the classroom by the administration. Students and parents will be notified of any changes through the parent all call.

Consequences for violations of the dress code will range from a change of clothing provided by the school to suspension. In certain cases, a parent will be called to bring a change of clothing. The student will be expected to make an exchange for the inappropriate clothing after school. Continuous defiance of the Dress Code may result in suspension. The school is not responsible for confiscated items.

Thank you for supporting our school environment that supports learning.

- Shirt tops must be of a length to tuck in when arms are raised. No spaghetti straps are allowed.
- No short shorts (aka Daisy Dukes). Students should be able to sit and bend over without exposing any private areas.
- Loose fitting garments that show under clothing or expose private parts of the body are a distraction and are prohibited.
- The hem of skirts, slits in skirts, and shorts must be no shorter than the mid thigh. When arms are at sides, the hem of shorts or skirt must be longer than fingertips.
- Shoes must be safe and appropriate. Flip-flops, slippers, heels, steel-toed footwear, or roller skates (heelies) are not allowed. Sandals must have a strap on the back. Closed toe shoes are required during PE and are our preference for daily use.
- Articles of clothing advertising alcoholic beverages, drug use, and tobacco products are not allowed. Graphics including references to hate groups, confederate flags, Nazi affiliation, violence, death, or any depiction of a sexual nature are also unacceptable.
- Pants must be worn at the waist – no sagging (no underwear showing).
- Belts will not hang more than four inches beyond the buckle.
- No wallet or waist chains.
- No spike jewelry of any sort and any length of spike.
- Ball caps with bill forward may be worn for sun protection. Common courtesy dictates that hats and other headgear be removed indoors.
- Student hair color and make up (blue, green, purple, etc.) body piercing, or attire that may disrupt class is not permitted.
- Pajamas and blankets are not appropriate at school (unless a special event is planned by the teacher/school).

BEST Behavior Pledge

I am on my BEST Behavior :-)

I pledge...

To be **SAFE** by:
walking facing forward,
keeping my hands, feet, and objects to myself, and
staying within assigned areas.

To be **Respectful** by:
using kind words and actions,
waiting my turn, and
following adult directions.

To be **Responsible** by:
following school rules,
reminding others to follow school rules, and
taking proper care of all my belongings and school property.

I pledge to be on my **BEST Behavior** at home, at school, and in my community each day.

BEST BEHAVIOR
Mustang Manners

BEST Behavior Expectations

Common Areas	Be Safe	Be Respectful	Be Responsible
All Common Areas	• Walk facing forward • Walk at a slow pace • Keep hands, feet and objects to self • Get adult help for accidents and spills • Use all equipment and materials appropriately • Use correct doors • Keep outside doors closed • No gum	• Use kind words and actions • Wait for your turn • Clean up after self • Follow adult directions the first time given • Stop and respond to any adult with a badge	• Follow school rules • Remind others to follow school rules • Take proper care of all personal belongings and school equipment • Be honest
Lunch Area	• Use two hands to carry lunch tray to seat • Sit where assigned with feet on the floor, bottom on bench and facing table • Eat only your own food	• Allow anyone to sit next to you • Soft voices on indoor lunch days	• Raise hand and wait to be excused
Playground	• Walk to and from the playground on the right • Stay within assigned play area • Walk around activities and games • Use medium voices • Keep body parts/objects to self	• Play fairly • Include everyone • Listen to the "judge"	• Use recess pass for leaving the area • Put away all equipment
Bathrooms	• Keep feet on floor • Keep water in the sink • Wash hands • Put towels in garbage can	• Knock on stall door • Give people privacy • Take proper care of all school property • Keep all areas clean	• Flush toilet after use • Come and go promptly and quietly
Computer Lab	• Wash hands before entering the computer lab • Push in chairs	• Use indoor voices • Keep food OUT of the computer lab	• Put headsets on top of the hard drive when done • Log out of programs when done

Assemblies	• Wait for arrival and dismissal instructions	• Be on time • Sit quietly upon arrival until start…whisper only • Use audience manners • Sit on bottom • Sit quietly during presentations • Applaud appropriately • NO hats	• Use the bathroom BEFORE assemblies • Stay seated
Parent Pick-up	• Stay on sidewalk • Stay behind line	• Wait at fence • Stay behind teacher	• Leave the classroom on time and with all of your belongings

JES Discipline Plan 2025/26

Level 1 Infractions

Running
Name Calling
Pushing/Shoving/Horseplay
Other

Level 1 Consequences

Warning
Sit Out of Recess (Office)

Level 2 Infractions

Rude/Disrespectful
Harassment
Vulgar Language
Cheating
Causing Injury
Petty Theft
Repeated classroom discipline concerns
Other

Level 2 Consequences

Parent Notification plus:
Sitting Out of Recess (Office)

Level 3 Infractions

Sexual Harassment
Vulgar Language-excessive or directed
Toward staff
Fighting
Threatening or intentionally causing injury
Theft
Possession of dangerous prohibited item
Damaging Property
Obscene Act
Hate Act
Intentional harassment or intimidation
Extortion
Defying authority
Other

Level 3 Consequences

Parent Notification plus:
In House Suspension (1 day)
Suspension (1 to 5 days)
Possible recommendation for EXPULSION
Above based on Ed Code

****Consequences are cumulative throughout the year**
****All consequences are at the discretion of the administrator in charge**

**Plan revisited on October 6, 2021

JAMUL ELEMENTARY SCHOOL
SUSPENSIONS/EXPULSIONS

The following behaviors could lead to suspension or expulsion:

1. Disrupted school activities or willfully defied the valid authority of supervisors, teachers, or administrators.

2. Caused, attempted to cause, or threatened to cause physical injury to another person.

3. Engaged in habitual profanity or vulgarity.

4. Caused or attempted to cause damage to school property; stolen, or

attempted to steal, school property.

5. Caused or attempted to cause damage to private property; stolen, or attempted to steal, private property.

6. Possessed or used tobacco.

7. Possessed, sold, or furnished any knife or other dangerous object.

8. Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.

9. Sexual harassment.

10. Bullying (including acts of electronic bullying)

New Education Code Section: Bullying (including acts of electronic bullying)
Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.



SEXUAL HARASSMENT BP 5145.7(a)

The Board of Trustees is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made

shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident or sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report the complaint or his/her observation of the incident to the Superintendent or designee who shall investigate the complaint.

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

Information gathered in the course of investigating a sexual harassment complaint shall be kept confidential to the extent possible.

COMPLAINTS CONCERNING THE SCHOOLS BP 1312

The Board of Trustees believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

The Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate district procedures. District procedures shall be readily accessible to the public.

Individual Board members do not have authority to resolve complaints. If approached directly with a complaint, however, Board members should listen to the complaint and show their concern by referring the complainant to the Superintendent or designee so that the problem may receive proper consideration.

UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes that the district has primary responsibility for insuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging:

Civil rights protections regarding age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, in consolidated categorical aid programs, adult education programs, migrant education programs, vocational education programs, childcare and development programs, child nutrition programs, and special education programs.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation, as determined by the Superintendent or designee on a case-by-case basis. The Board prohibits retaliation in any form for the filing of a complaint, the instances of alleged discrimination, or for participating in complaint procedures.

The Superintendent shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the superintendent or designee.

Unlawful discrimination complaints shall be initiated not later than six months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination.

Williams Settlement Legislation requires the following: 1) There should be sufficient textbooks and instructional materials. Each student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments. 2) School facilities must be clean, safe, and maintained in good repair.

COMPLIANCE OFFICERS

The Board of Education designates the following compliance officers to receive and investigate complaints and ensure district compliance with law.

Cheryl Stewart, Superintendent's Secretary
District Office 619-669-7705
Liz Bystedt, Superintendent
District Office 619-669-7702

NOTIFICATIONS

Parent/guardians and students will be notified annually upon student registration. Employees and district/site advisory committees will be notified at the first agendized meeting for the school year. The information is also available on the district web site.

SCHOOL PROGRAMS

***Volunteers are allowed on a limited basis.**

A key part of school improvement is parent participation. We encourage parents to volunteer in classrooms, to attend parent workshops and School Site Council meetings, and to join the PTO.

Anyone interested in finding out more about the School Improvement Program or in volunteering, should contact their child's teacher, the principal, or attend a School Site Council meeting.

SCHOOL SITE COUNCIL (SSC)

This elected representative group of parents and staff meet throughout the year to help in the planning, implementation, and evaluation of the School Improvement

Program. Meetings are announced on the district website and are open to all parents and residents of the Jamul community. Agendas are posted online and at the school 72 hours prior to the meeting.

COMMUNITY ADVISORY COMMITTEE (CAC)

CAC is a group of local people concerned with the development and review of our special education programs. They work together with the ten school districts in East County. The committee is made up of parents of children with special or different educational needs. They help promote meaningful and effective communications among school administrators, local school boards, parents, school staff, and the community. They review the Special Education Local Plan and help advise on its development and amendments. CAC meets monthly from September through June. The meetings are usually held on the first Monday of the month.

ENGLISH LEARNER ADVISORY COMMITTEE (ELAC) DISTRICT ENGLISH LEARNER ADVISORY COMMITTEE (DELAC)

ELAC and DELAC are a group of parents concerned with the school and district's program for English Learners. They advise the principal and staff on the school's program for English Learners, advise the School Site Council on the development of the Single School Plan, examine test score data, and make parents aware of the importance of regular school attendance. These groups meet together a few times throughout the year.

JAMUL PRESCHOOL

Jamul Preschool is a developmentally based program for children ages 2 through 5. We are a non-profit organization funded only by parent tuition. We not only adhere to Title 22, Child Care Licensing requirements, but also to the guidelines and standards given to us by the California Department of Education, Child Development Division. All of our teachers possess their child development permits issued by the California Commission on Teacher Credentialing.

The Jamul Preschool uses a developmental curriculum that provides discovery through activities. We believe that children are active learners and able thinkers. The daily routines which incorporate small and large group activities, teacher

guided activities, self-select times, clean-up and snack promotes the idea that children learn best from activities they plan and carry out themselves. Throughout the day the teaching staff guides and supports the learning experience by creating the environment, asking questions, observing, and taking notes. We strive to provide discoveries and experiences which facilitate growth emotionally, socially, cognitively, creatively, and physically, while providing a safe and secure environment that promotes good self-esteem, social skills, and a positive learning experience.

We are located on the district campus. For more information, call 669-7770 and ask for the preschool Director.

Teacher Contact List

(PS) Vacant	
(TK) Michele Mendoza	**mmendoza@jdusd.org**
(TK/K) Lissette Ryan	**lryan@jdusd.org**
(K) Phoebe Coronel	**pcoronel@jdusd.org**
(1) Susan Gackowski	**sgackowski@jdusd.org**
(1) Melissa Wilder	**mwilder@jdusd.org**
(2) Alyssa Rizzo	**arizzo@jdusd.org**
(2) Masen Pearlstein	**mpearlstein@jdusd.org**
(2/3) Jamie McDonald	**jmcdonald@jdusd.org**
(3) Andrea Luce	**aluce@jdusd.org**
(3) Maria Sotter	**msotter@jdusd.org**
(3/4) Sarah Eardensohn	**seardensohn@jdusd.org**
(4) Maria Moy	**mmoy@jdusd.org**
(4) Chelsea Stewart	**chstewart@jdusd.org**
(5) DeSheila Manuel	**dmanuel@jdusd.org**
(5) Brittany Warden	**bwarden@jdusd.org**
(Mild Moderate) Lycette Iribe	**liribe@jdusd.org**
(Mod/Sev) Kasey Owens	**kowens@jdusd.org**
(K-5 Resource) Michael Dolan	**mdolan@jdusd.org**
(VAPA) Vacant	
(Instructional Coach) Allison Serceki	**aserceki@jdusd.org**

Jamul Elementary School

RULES AND PROCEDURES FORM

Dear Parents:

It is required that a signed slip be on file in the school office for every student. Please check one statement below, sign and return.

____My child and I have read, discussed, and agreed with the procedures and rules of Jamul Elementary School Handbook.

____I have questions about the following topics in the Handbook:

- _____
- _____

Please check one of the following:

____My child walks to and from school and we support the "Entering and Exiting" Procedures.

____My child rides the bus and we support and have turned in the Bus Transportation policy slip.

____My child is my responsibility to and from school.

Student's Name_____Teacher_____Grade _____

Parent's Name_____

Parent/Guardian Signature_____Phone_____Date _____

Sign and return by August 29, 2025

Jamul-Dulzura
UNION SCHOOL DISTRICT
District of Civic Excellence

Chromebook Asset Tag _____

Student Technology Program

Chromebook Protection Plan

Prior to your child being issued a Chromebook, this form must be completed and returned to your child's school. If you decline the protection coverage outlined in the policy below, you must complete the opt-out section located at the bottom of the form. Premiums must be paid by cash, check, or Visa/Mastercard credit/debit card (via Linq Connect on the jdusd.net website). Please make checks or money orders out to JDUSD. There are no refunds given for the Chromebook Protection Plan. Note: A separate permission form must be completed for each student.

Student Name (Please print): _____ **Grade:**_____

Address: _____

Parent/Guardian: _____

Address (if different): _____

Home Phone: _____ **Cell Phone:**_____

Protection Plan Information

The Chromebook Protection Plan is available for students and parents to cover Chromebook replacement in the event of reasonable accidental damage, such as: drops, cracked screens or spills/water damage. The plan covers up to two claims per policy in a single school year.

The Chromebook Protection Plan does not cover damage that is determined to be the result of negligent use or treatment. **MALICIOUS DAMAGE IS NOT COVERED UNDER ANY CIRCUMSTANCES.**

The Chromebook Protection Plan does not cover theft or loss of the Chromebook.

The ***annual*** premium for the Chromebook Protection Plan is $25 per Chromebook.

PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS:

____We would like to participate in the Chromebook Protection Plan. We understand that we are responsible for a $25 ***annual*** premium per issued Chromebook that covers reasonable accidental damage only (i.e. drops, spills/water damage, broken screens).

Your signature acknowledges that you are participating in the JDUSD Chromebook Protection Plan and are accepting all aspects of this plan, as described above, including timely payment of premiums.

Parent Signature: _____ **Date:** _____

Amount Enclosed: _____ **Check Number:**_____

____ We would like to opt out of the Chromebook Protection Plan. By doing so, we accept full financial responsibility for the Chromebook should it be lost, stolen or damaged.

Parent Signature: _____ **Date:** _____

Chromebook Asset Tag _____